

SECRET

75-2435  
17 OCT 1975

MEMORANDUM FOR: Chief, Administration Group,  
Office of the Comptroller

SUBJECT : OMB Hearings on the FY 1977 Budget

REFERENCE : Your memo to Chief, Plans Staff, O/DDA  
dtd 6 Oct 75; re same subject

1. In response to the referent, the following information is provided. Attachment A shows the average employment and costs in the Temporary Assignment Section for FY 1975, 1976 and 1977. Attachment B provides a description of the Special Achievement and Exceptional Accomplishment Awards Program, along with a financial plan indicating the number of awards anticipated.

2. Please feel free to call on either [REDACTED] or me if you have any questions or if additional data is required.

25X1A

(Signed) F. W. M. Janney

F. W. M. Janney  
Director of Personnel

Atts

Distribution:

Orig & 1 - Adse w/atts  
1 - Chief, Plans Staff, O/DDA w/atts  
1 - D/Pers Chrono w/atts  
1 - OP/Admin wa/tts

OD/Pers: [REDACTED] bkf (16 Oct 75)

25X1A

SECRET

|   |               |        |
|---|---------------|--------|
| 2 | IMPROV. CL BY | 002302 |
|---|---------------|--------|

25X1A

Approved For Release 2001/04/09 : CIA-RDP79-00498A000100070007-6

Approved For Release 2001/04/09 : CIA-RDP79-00498A000100070007-6

**FINANCIAL PLAN AND DESCRIPTION OF SPECIAL ACHIEVEMENT  
AND EXCEPTIONAL ACCOMPLISHMENT AWARDS PROGRAM**

1. The CIA Special Achievement Award is designed to stimulate higher levels of employee achievement and performance by providing an additional type of monetary award. This award provides management greater flexibility by supplementing other forms of employee recognition such as promotions, quality step increases, honor, merit and service awards, and suggestion and invention awards.

2. The Exceptional Accomplishment Award recognizes most unusual and exceptional accomplishments. A brilliant job or spectacular achievement of extreme value is required to support a nomination; for example, an exceptionally productive operational activity or a comparative productive, scientific or technical breakthrough or other brilliant achievement.

3. During FY 1975, the first year of operation of the program, a total of 18 awards were approved with a total cash award expenditure of \$46,265.

4. Thus far during FY 1976, Agency managers have become more knowledgeable of the new program's criteria. Recent nominations particularly illustrate that Office Directors are effectively applying the program as a "management tool." For FY 1976 to date, we already have 12 cases either approved or in process for awards expenditure of some \$15,000. We anticipate that for the entire Fiscal Year 1976, a total of 72 Special Achievement/Exceptional Accomplishment Awards will be approved for a budget requirement of \$86,000.


5. Historically, Special Achievement Award payments in government far exceed the level of Suggestion Award expenditures. For FY 1975, government-wide Suggestion Award payments for adopted suggestions reached close to \$4,410,000 versus over \$20,512,000 for Special Achievement Awards. CIA's Suggestion Award payments for FY 1975 totalled \$39,430 versus \$46,265 for Special Achievement/Exceptional Accomplishment Awards. Thus, we are now nowhere near the almost one-to-five government-wide ratio; however, we predict that the \$86,000 figure is an accurate estimate at this state and believe that our Suggestion Award needs for FY 1976 will be at the \$49,000 level.

SECRET

6. For Fiscal Year 1977, when our managers will be even more acquainted with the new program, we predict that a minimum of 90 Special Achievement/Exceptional Accomplishment Awards will be approved and that our budget requirement will be at the level of \$140,000 for this program. At this time, \$60,000 should be needed for award payments through the Suggestion Award Program.

SECRET

2C28

|  |                          |                   |
|--|--------------------------|-------------------|
| TRANSMITTAL SLIP   |                          |                   |
| TO: Chief, Plans Staff, O/DDA  |                          |                   |
| ROOM NO.<br>7D 02  | BUILDING<br>Headquarters |                   |
| REMARKS:   |                          |                   |
|  |                          |                   |
| FROM: Director of Personnel  |                          |                   |
| ROOM NO.<br>5E 58  | BUILDING<br>Hqs.         | EXTENSION<br>6825 |

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)